

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
June 16, 2014

The Lyndon City Council met in regular session on Monday, June 16, 2014, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Clerk called roll of the City Council. Mayor Brandon Smith and members Doug Watson, Darby Kneisler, Chris Cole, Bill Patterson, and Laura Moore present.

City Staff present: Julie Stutzman, City Clerk; Pat Walsh, City Attorney; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage Herald Chronicle, Lisa, Allie and Bella Reeser; and Scott Farwell.

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: Patterson made the motion to approve the regular meeting minutes of June 2, 2014 as presented. Watson seconded, motion carried.

4. CORRESPONDENCE TO COUNCIL:

- Pledge of Securities from Lyndon State Bank as of May 31, 2014.
- Copy of the letter Mayor Smith sent to the County Treasurer regarding delinquent taxes.
- Kansas Government Journal for May 2014.

5. CITIZEN'S STATEMENTS AND PETITIONS: None.

6. UNFINISHED BUSINESS:

- a) POOL UPDATE: Lisa Reeser presented to the Council giving them an update on swim team, guard start and swimming lessons. She reported to the Council that due to the increase in participants for swim team, which is 27 participants this year, she had to receive approval from the Rec Board to hold two practice times. Lisa discussed the current agreement to pay the City \$5.00 per student for rental of the pool and requested to change the fee to a flat fee of \$50.00 per session time. She stated she is doing the best she can with keeping the staff to an absolute minimum and still keeping a safe environment, however, the first session alone the funds are in the negative. Lisa stated the fees to the City for private lessons would stay the same and they are not requesting a change or reduction in those fees. After further discussion, Cole made the motion to reduce the fee to the requested flat \$50.00 per session time to rent the pool for group swimming lessons. Moore seconded, with Patterson opposed. Motion carried.
- b) 2015 BUDGET PREPARATION: Cole briefly reported that the State's format for the 2015 budget is an Excel spreadsheet and that previous year, current year estimate

and 2015 projection numbers have to be manually entered. He stated the City Clerk has been entering as much of the numbers as possible, however, doesn't feel that he nor the City Clerk should have say over the final budget. Cole stated that the City Clerk has spoken to and received a proposal from Steven Connelly who is a CPA. The Council received a copy of the proposal and the City Clerk reported that he prepares budgets and performs audits for 40 other municipalities in the State. The City Clerk stated that she received a positive reference from the City of Burlingame and has requested 2 other references. After further discussion, Kneisler made the motion to approve the City Clerk to spend up to \$1500 for the 2015 budget preparation by Stephen M. Connelly pending two additional letters of recommendation. Watson seconded, motion carried.

Patterson made the motion to authorize the Mayor to sign the agreement from Stephen M. Connelly to prepare the 2015 budget pending the two additional letters of recommendation. Moore seconded, motion carried.

- c) STAFF UNIFORMS: The Council discussed City staff uniforms and allowances given in previous years. Kneisler stated that his employer provides five new tee shirts per year. After further discussion, Moore made the motion to give the Maintenance Department \$50 per person clothing allowance to purchase work tees with the City logo. Patterson seconded, motion carried.

Patterson made the motion to give full time office staff a clothing allowance of \$50 per person to purchase work polo shirts with the City Logo. Moore seconded, motion carried.

Cole made the motion to full times officers \$50 per person clothing allowance to purchase uniforms. Watson seconded, motion carried.

- d) DEPARTMENTAL SPENDING LIMITS: The City Clerk, Maintenance Supervisor and Police Chief discussed spending limits with the Council and no action taken.
- e) JONES PARK AGREEMENT: Mayor Smith reported to the Council that he has been to meetings of both the Joint Recreation Board and USD 421 who are on board to set up a meeting time to discuss the Jones Park Agreement. Watson discussed the legalities and the need for the City Attorney to be involved in the process. It was noted that Mayor Smith and Councilman Watson will represent the City. Watson was given contact information for USD 421 and Joint Recreation Board members to work on setting the meeting time and date.
- f) JONES PARK TRAIL SIGNAGE: The City Clerk stated she spoke with Bruce Boettcher and the signage for the trail halted due to not receiving the projected funding from the Sunflower grant. She also provided the Council with the last draft of the proposed signage, one having an aerial view and one without. The City Clerk stated she had spoken to Peggy Clark about the grant she submitted for bike racks and the trail kiosk. Ms. Clark stated she got the grant award of approximately \$1900 that would cover most of the costs of those amenities. The City Clerk also stated that Ms. Clark had obtained a trail counter for the trail that she would like installed in the

near future. After further discussion about the official trail name and signage details, the matter was tabled.

7. NEW BUSINESS:

- a) MAINTENANCE SUMMER HELP: The Mayor stated there is a need to hire additional help for maintenance. The Maintenance Supervisor stated he has a couple of the crewmembers with health issues and needs to get summer help to do help with mowing and odd jobs. Discussion continued regarding hiring someone over the age of 18 and regulations. It was consensus of the Council to advertise the position until filled.
- b) MEMORIAL TREE AT THE JONES PARK TRAIL REQUEST: The City Clerk stated that Darin Schmitt's mother Kathleen Slattery had passed away and Darin's employer is requesting to plant a memorial tree on the new trail. The Council received a copy of the letter from Midway Wholesale requesting permission to place the memorial tree in honor of Darin Schmitt's mother. After further discussion, it was consensus of the Council to have Mr. Schmitt provide information on the plaque and tree they want for the memorial for Council to review and approve.

8. STAFF REPORTS:

- a) POLICE: The Council received a copy of the Police Activity Report.
- b) PLANNING AND ZONING: The Council received a copy of the minutes from the Planning and Zoning meeting.
- c) MAINTENANCE: Council received a copy of the Maintenance report.

The Council discussed the need for the trickle filter for the sewer plant with the Maintenance Supervisor.

- d) CITY CLERK: Council received a copy of the Clerk's report.

Moore asked about the Farmer's Market. The City Clerk she spoke with Elizabeth Heit who stated she had called all of the vendors from last year. Elizabeth reported that several of the vendors paid for spots in Topeka and Emporia markets on the weekends and would not be able to attend. The first market only had one vendor and the City Clerk stated there have been several phone calls about the market since then.

The City Clerk stated that she spoke to Pastor Moore of the First Baptist Church and they have 150 volunteers coming on June 28th for the Citywide Clean Up. Councilmember Cole stated there were quite a few residents who have signed up to receive help.

Moore asked about the Community Garden and the City Clerk stated it is going well and they are already getting produce. Smith asked about canning classes and the City

Clerk stated that once the garden really starts producing more, canning classes will be scheduled.

9. COUNCIL COMMENTS:

PATTERSON: Patterson inquired about the trash bids and wanted to know when those need to begin. The City Clerk stated that needs to be at the next meeting and the contract with Ottawa Sanitation is up on September 1st. It was consensus of the Council to begin the trash bid process and contact three different companies by written notice.

Patterson inquired about the bids for the City truck and copier. The City Clerk stated she put the information on Facebook as instructed by Council and the deadline for bid submittal is June 30th.

MOORE: Moore stated she will not be able to attend the July 7th meeting. Watson and Patterson also stated they would not be at the July 7th meeting. It was consensus of Council that due to lack of quorum on July 7th, the meeting will be on July 14th at 7:00 p.m. and held as a special meeting.

Moore inquired about Safe Routes to School and the City Clerk stated the field check was to be in by June. Watson asked the Maintenance Supervisor if they did the field check with him and the Maintenance Supervisor stated that he and Bruce Boettcher did walk it and discussed the water line and took pictures. The City Clerk stated that she would get in touch with Bruce Boettcher for an update.

Moore inquired about some old gas tanks in town and wondered about the regulations about removing them. The Mayor stated as long as they are not leaking, they do not have to be removed.

KNEISLER: Kneisler stated the City Park restrooms are in need of replacing in the future with a concrete or block structure and requested it to be added to the master list.

Kneisler stated the old playground equipment at Jones Park is somewhat unused and possibly in the future the City could replace it with newer equipment or remove it.

WATSON: Watson asked the Maintenance Supervisor about the snow plow and if he had looked into cost. The Maintenance Supervisor stated he provided two bids previously and no action was taken due to lack of funds. Watson noted it should be budgeted in the 2015 budget.

10. EXECUTIVE SESSION: Patterson made the motion to recess to executive session for 10 minutes for non-elected personnel. Kneisler seconded, motion carried. Patterson made the motion to have a special meeting on Monday, June 23rd at 6:30 p.m. for non-elected personnel. Moore seconded, motion carried.

11. ADJOURNMENT: Kneisler made the motion to adjourn to Monday, June 23rd, 2014 at 6:30 p.m. for special meeting. Watson seconded, motion carried.

Julie Stutzman

City Clerk